



THE ELIOT SCHOOL
OF FINE & APPLIED ARTS

AUTHORIZATION FOR DIRECT DEPOSIT

Wouldn't you rather have your paycheck go directly into your bank account each month? Fill out & return this to the office!

I authorize **Trustees of Eliot School**, dba **Eliot School of Fine & Applied Arts** ("the Eliot School") to deposit my pay automatically to the account indicated below and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I cancel it in writing and in such time as to afford the Eliot School a reasonable opportunity to act on it.

MAIN BANK ACCOUNT

Name on bank account: _____

Bank account number: _____ Checking Savings

Bank routing number: _____

Amount: \$ _____ * or Entire paycheck

*Balance of pay to: Manual (paper check) or Account described below

SECONDARY BANK ACCOUNT (if applicable)

Name on bank account: _____

Bank account number: _____ Checking Savings

Bank routing number: _____

IMPORTANT: Please attach a voided check for each bank account to which funds should be deposited.

Employee signature: _____

Name (please print): _____

Date: _____

NOTE TO EMPLOYEE: *This page and all confidential financial and employment information is kept in a locked cabinet at the administrative offices of the Eliot School.*